

CNP Direct Certification

National School Lunch Program



Presented by:
Arizona Department of Education
Student Services Division

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Introduction

CNP Direct certification is a provision of the National School Lunch Act that allows school districts to automatically qualify children for free meals. Under this provision, individual applications are not required for families receiving benefits under:

- Temporary Assistance to Needy Families (TANF)
- Food Stamp Program (FSP)
- Cash Assistance (CA)
- Food Distribution Program on Indian Reservation (FDPIR)

Goals

CNP Direct Certification training manual teaches sponsors:

- The policy and procedures related to Direct Certification.
- Navigation through CNP Direct Certification.
- Three methods used to obtain Direct Certification eligibility information (Data Entry, Upload File, State Match).

Summary of Contents

The following topics will be addressed:

- Overview of Direct Certification
- Direct Certification Policies and Procedures
- What you need to access CNP Direct Certification
- How to Logon to Direct Certification
- Certifying Children Using the Data Entry Method
- Certifying Children Using the Upload File Method
- Certifying Children Using the State Match Method
- Access and Security
- Frequently Asked Questions

Overview of Direct Certification

Direct Certification Process

At the start of the school year, school districts cross-reference their student files with the files of TANF, CA, FSP, or FDPIR. The schools then certify students whose families receive one of these benefits to receive free meals or milk. The school district sends a notice informing each family which of its children have been directly certified, and that those children do not need to complete an application to receive free meals.

Location of Direct Certification Information

The ADE hosts a secure website that enables school districts and other approved entities to query the DES eligibility database over the Internet. This website provides three different ways to obtain the information.

1. **Data entry**—is a good option when you need to check the eligibility of a few students. You need to enter the child's first and last name, date of birth, social security number, and mother's first name.
2. **File Upload**—You can send, or **upload** a file from your hard drive to determine the eligibility of a large number of students. The system creates a text file that can be copied into a spreadsheet program, such as Microsoft® Excel.
3. **The State Match**—option saves you time. It takes your enrollment from the state level or master SAIS database and matches it to records in the DES eligibility database. This option also creates a text file you can copy into Excel.

The Importance of Direct Certification

Good nutrition is critical to a child's ability to concentrate and learn at school. The National School Lunch Program and School Breakfast Program play an important role in providing nutritious meals to low income children free of charge. There are, however, many reasons parents do not complete applications for free meals. Despite all the benefits of the program, it fails to completely reach the intended audience. Children receiving FSP, CA, TANF, or FDPIR benefits are eligible for free meals and direct certification eliminates the need for parents to complete the application.

Necessary Information to Get Started

- Names of children receiving FSP, TANF, CA, or FDPIR.
- Depending on the method used, the child's first name, last name, birthdate, social security number and mother's first name may be required.

Benefits of Implementing Direct Certification

To the School

- Increase in number of children eligible for free meals.
- Increase in participation in the school lunch and breakfast programs.
- Increase in federal dollars that come to the schools for meal reimbursement.
- Reduction in paperwork associated with certifying children for free meals.
- Improved chance of attracting Title 1 funds and other federal dollars tied to the percent of free and reduced-price eligible children enrolled in school.
- Improved chance of being able to implement Provision 2 of the National School Lunch Act which depends on a high percentage of free and reduced-price eligible children enrolled in school.

To the Student

- Automatic eligibility for free and reduced-price meals.
- Improved readiness to learn through better nutrition.
- Reduced need to complete school forms and eliminates possibility of losing forms.

Direct Certification System Policy and Procedure

Use of the Direct Certification System

It is mandatory that all Child Nutrition Program sites **match for eligible children at least once before October 1st of the current school year**. Match results that certify children for free meals must be placed into effect within three calendar days of receiving the match results. Households of children matched for free meals must be notified of their free meal benefits within ten days of certifying the child for free meals.

Obtaining and Using Match Results

Direct Certification match results override income application results. If a current income application contradicts the direct match results regarding income, the direct match results should be taken at face value to certify the child for free meals. The certifying official should document on the income application that the child was directly certified and keep the application on file.

If a household submits an income application with a FSP, CA, TANF, FDPIR case number, however they are not listed as a match in your match results, the SFA must take additional steps to determine if the case number is valid. The SFA may contact DES to verify the case number, or conduct a second match on the child using the Direct Certification System, as long as the application is processed within ten days of receiving it.

The Direct Certification System certifies households without their request or permission. If a household refuses the meal benefits, the SFA must discontinue the benefits immediately and document the refusal.

The family or household is responsible for notifying the school if they are no longer eligible for FSP, CA, TANF, FDPIR benefits.

Obtaining Additional Match Results

If a school decides to re-match to obtain the most current version of match results, their roster must be edited to ensure updates are made. The state match system (option #3) is only capable of giving match results, and cannot simply provide updates from the previous match. For this reason, conducting additional state matches are not recommended. **Based on the pilot results of this system, it is highly recommended that large districts only utilize the state match system once per school year.** To obtain match data for students that were not include in a state match, it is recommended that SFA's utilize Option #1 Data Entry Method, or Option #2 Upload File Method.

If during an updated match a child is no longer directly certified, the SFA may:

- 1) default to an existing income application for the current school year if one is on file to determine meal benefits.
- 2) obtain an income application for the household and certify as appropriate. If a current application is not on file, or cannot be obtained, the child must be transferred into the paid category.

When eligibility decreases in benefits, the family must be notified that benefits will stop on the day the Notification of Adverse Action is sent. A copy of this form is available at www.ade.az.gov/health-safety.

Timing and the Direct Certification System

Timing of the match results is critical. The Department of Economic Security updates its database on the 15th day of each month. The accuracy of the match data is dependent on the timing of the match. Households that begin receiving FSP, CA, TANF, FDPIR on the 16th day of the month will not appear in the DES database until the after the 15th day of the following month.

For Example:

A household submits a free and reduced meal application on September 5th with a case number for food stamps. The family started receiving food stamp benefits on August 20th. You obtain your direct match results on September 13th, and the child does not directly match for free meals. The case number is accurate and the child should be directly certified, however these results will not appear until after the 15th day of the month. It is recommended that the SFA contact the Department of Economic Security to verify the case number is valid, and certify the child for meal benefits as appropriate.

Verification

Verification of eligibility **is not required** for children who have been certified under direct certification procedures.

Documentation and Record Keeping

Each program site must keep written proof that a child is directly certified for the program. Printed reports from the direct match system are required to prove the direct match results. These documents must be kept on file for five years from the last claim filed.

Security and Tracking

All entries into the system are tracked by usernames and passwords to ensure proper use of the direct certification data. SFA's are only permitted to obtain direct certification data for their school district.



What You Need to Access the System

The following computer requirements are necessary to successfully process the direct certification information. An Internet browser is required.

	Minimum Configuration	Recommended Configuration
Operating System	Windows 95	Windows 98 or newer
Processor	Pentium 133 MHz	Pentium 600 MHz or faster
RAM	64 MB	256 MB or more
Modem (Internal or External)	56 Kb	Network Connection
Internet Browser	Internet Explorer 5.0	Internet Explorer 6.0*

*Free downloads of Internet Explorer can be found at www.microsoft.com

Important

The system has not been tested on Netscape Navigator (4.0 or higher). Using this browser can result in variations to the forms and buttons; use of Netscape Navigator is not recommended.

Internet Access

In addition to the computer requirements, the following setup is necessary.

- An Internet Service Provider
- A network connection or dial-up line and modem
- Cookies must be enabled (this is necessary for the security of the system)

Access and Security

The ADE Common Logon application provides access and the necessary security of data in CNP Web and CNP Direct Certification. The information below provides guidance on how to have a new user account setup and the security guidelines of using ADE Common Logon.

CNP Direct Certification Access

If you already have a CNP User Account and need access to CNP Direct Certification, contact Support Services at 602-542-7378.

Requesting a New User Account

Follow these steps to establish accounts for new CNP Web/CNP Direct Certification users.

1. Determine who is your Entity Administrator.

The Entity Administrator is the only person that can request a new user account.

If you are a public or charter school, your Entity Administrator has been assigned by ADE. This person is normally a Business Manager or Superintendent or a person designated by one of the previously mentioned individuals.

If you are **not** a public or charter school, contact the Child Nutrition Programs office to have the Entity Administrator account established. The person assigned as Entity Administrator will be the Designated Official from the approved Food Service Agreement.

2. Submit a request to your Entity Administrator to have a new account established.

Using the Request Logins application, the Entity Administrator requests a user account for you with access to the Child Nutrition Web (CNP Web and CNP Direct Certification).

ADE approves the new user account.

3. You are ready to begin using CNP Web and/or CNP Direct Certification.

The first time you connect to the system, you will be prompted to read and agree to the security policy and change your password.

The system is case sensitive, so there is a difference between “ade1234” and “ADE1234”.

The Security Agreement

Anyone using CNP Web and/or CNP Direct Certification must agree to the Agency's Acceptable Use Policy. Appendix A of this document contains the entire text of the policy. The policy can also be viewed online through the ADE Common Logon.

Listed below are general guidelines for using ADE applications.

- ADE Internet administrative application systems are the property of the Arizona Department of Education.
- Users are required to take all necessary steps to prevent unauthorized access to, or disclosure of non-public information.
- Users are responsible for the security of their passwords and accounts.
- User Names and Passwords are not to be used by anyone other than the person assigned.
- Passwords should be changed quarterly and must be at least eight alphanumeric characters.
- All default passwords must be changed during first logon.
- Any guest or anonymous accounts are prohibited.
- Users should log-off from their accounts when their workstation will be unattended.

Deciding Who Needs Access

It is recommended that only those individuals who determine the eligibility status of the students should have access to the CNP Direct Certification System.

Changing Personnel

Anytime there is a change in personnel, the sponsoring organization is responsible for notifying ADE of user accounts that are no longer being used. It is not acceptable policy to have a new person use the account of a former employee. Use the following procedure to close accounts.

- Contact the Entity Administrator
- The Entity Administrator must contact the ADE Support Center via email.
- ADE Support Center disables the user account.

How to Logon to Direct Certification System

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All users of CNP Web log-on using their user name and password created in the ADE Common Logon.

To log-on to the CNP Direct Certification site complete the following steps.

1. Open the Internet browser.
2. In the Internet browser address field type the following:
<http://www.ade.az.gov/commonlogon>

The ADE Common Logon page appears.

ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

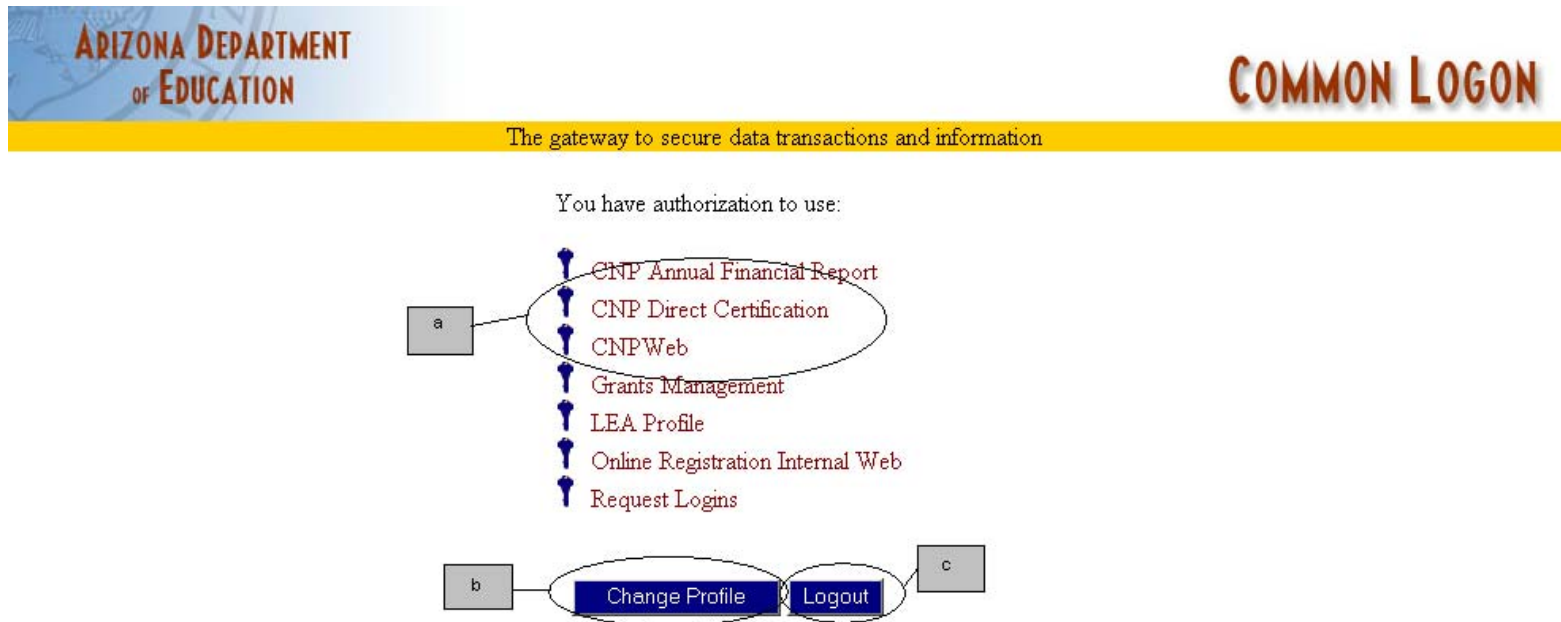
Password:

- **We have recently changed our practices regarding passwords and user accounts. [Click here](#) for more information.**
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

3. Type your user name and password.
4. Click the Continue button.

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5. The Common Logon Direct Certification Access Menu appears.



- A customized list of all of the ADE applications you are authorized to access. Click on a listed application to start it.
- The Change Password (Profile) button allows you to change your password at any time.
- The Logout button returns to the ADE Common Logon page.

6. The Direct Certification webpage appears.



Child Nutrition Programs Direct Certification System

There are three methods for searching the state database to determine student(s) eligibility for free and reduced meal services.

- Click **Data Entry** to check eligibility for a few students.
- Click **Upload File** to submit a file of student names and birth dates. You can download the results to your local hard drive. Use this method to search for a large number of students at one time.
- Click **State Match** to match your enrollment records from SAIS with records from DES eligibility database.

[Data Entry](#) [Upload File](#) [State Match](#) [Help](#) [Log Off](#)

Data Entry

Use this method to check the eligibility of a few students. If more than one student has the same first and last name and birthdate, another box displays where you can enter the student's mother's first name. When finished, click **Send to ADE**. A list of students and their eligibility displays.

Enter the date of birth in mm/dd/yyyy.

Click the arrow to select the number of students

	First Name	Last Name	Date of Birth	Mother First Name	Child SSN
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the home page for the Direct Certification System.

Direct Certification Options

- **Option #1: Data Entry** – Key-in student personal information and receive eligibility results on a web page. Step by step guidance on the Data Entry method begins on page 14.

The Data Entry method is recommended to:

1. Schools needing to check the eligibility of a few students i.e. RCCIs, Charter Schools, Small Private Schools).
2. Large districts that conducted a State Match (Option #3), and need to check the eligibility of a few students that were not included in the initial match. This method is recommended over conducting a second State Match.

- **Option #2: Upload File** - Upload a pre-formatted file with many students' personal information and receive their results in a similarly formatted file that is downloaded to your computer. Step by step guidance on the Upload File method begins on page 16.

The Upload File method is ideal for:

1. Determining the eligibility of a large number of students (more than 30).
2. Schools that are not on the SAIS System.

- **Option #3: State Match** - Simply download a list of those students who are eligible based on the students' personal data in the State's Student Accountability Information System (SAIS). The eligibility information is at the district level, not site level. You must keep the students' personal data up-to-date for this method to work properly. Step by step guidance on the State Match method begins on page 18.

The State Match Method is ideal for:

1. Schools who use the State's Student Accountability Information System (SAIS).
2. Schools who want to check the eligibility of students for the entire district.



[Data Entry](#) [Upload File](#) [State Match](#) [Help](#) [Log Off](#)

Data Entry

Use this method to check the eligibility of a few students. If more than one student has the same first and last name and birthdate, another box displays where you can enter the student's mother's first name. When finished, click **Send to ADE**. A list of students and their eligibility displays.

Enter the date of birth in mm/dd/yyyy.

Click the arrow to select the number of students

	First Name	Last Name	Date of Birth	Mother First Name	Child SSN
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click the arrow to indicate the number of students you would like to check. You can check up to 30 students.
- Enter the first and last name of the student.
***Note: Name and spelling needs to be 100% match to the application the family submitted to DES.
- Type the date of birth in the format (mm/dd/yyyy).
- Enter the Mother's first name. If the Mother's name is not available, try the Father's name or guardian's name.
- Enter the Child's Social Security number (dashes are not necessary).
- When all five areas are filled out correctly, click on the Send to ADE button.
*** Note: The student's first name, last name, birthdate, and either the Mother's first name or the student's Social Security Number is required.

Option #1 Continued

[Data Entry](#)
[Upload File](#)
[State Match](#)
[Help](#)
[Log Off](#)

Matching Result

There are four possible results:

- No Match** - indicates the student was either not located or not eligible.
- Match** - indicates the student was located and is eligible.
- Error in Entry** - indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format.
- No Enough Info** - indicates that more than one record exists given the data submitted.

First Name	Last Name	Date of Birth	Matching Result	
1. Joey	Brown	4/16/1996	No Match	a
2. Susan	Smith	5/13/1996	No Match	

b [Back](#) [Print](#) c

- a. The matching results will appear.
 - **No Match** indicates the student was either not located or not eligible.
 - **Match** indicates the student was located and is eligible.
 - **Error in Entry** indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format.
 - **Not Enough Information** indicates that more than one record exists given the data submitted.
- b. Use the Back button to go back to the previous page and if you need to revise the information. Click the Send to ADE button to re-submit the revised information.
- c. Click the print button to print a copy of the matching results.

Option # 2

Using the Upload File Method

Upload a File for Direct Certification Matching

When you want to determine the eligibility of a large number of students, you can upload, or send, a file from your system. Click **Browse** to locate the file you want, then click **Upload File** to perform the match. You will be prompted to save the results in a file on your system.

The file is a .csv file (comma-separated file). You can copy this file into a spreadsheet program such as Microsoft Excel or a text editor such as Notepad or Wordpad.

Depending on the number of records in your upload file, it could take up to a minute to generate the results file.

There are four possible results:

- 0 indicates the student was either not located or not eligible.
- 1 indicates the student was located and is eligible.
- 2 indicates that the information was entered incorrectly. Make sure you entered the birthdate in the correct format.
- 3 indicates that more than one record exists given the data submitted.

a. Click on the Upload File tab.

You must create a student information file to upload or send from your system.

The file format is comma-separated-variable, or *.csv. Meaning:

Joe,Smith,1/1/1987,Sue,111223333.

Note: All five fields separated by commas are required. You can copy this file into a spreadsheet program such as Microsoft Excel or a text editor such as Notepad or Word.

If the student information is in an Excel spreadsheet:

1	Justin	Johnson	04/29/83	Carol	123456789
2	Peter	Cooper	09/23/88	Diane	234567891
3	Jesse	Smith	06/06/88	Tricia	345678912
4	Veronica	Smith	11/26/89	Tricia	456789123
5	Melissa	Juarez	04/19/96	Maria	567891234
6	Sabrina	Garcia	05/22/92	Julia	678912345

***Note: The student's first name, last name and birthdate are required.**

- Go to Save as, then change the file type to .csv (comma delimited)
- Click Save

Option #2 Continued

If you are using a Notepad or Word document when creating the student information file, format the information similar to the format below.

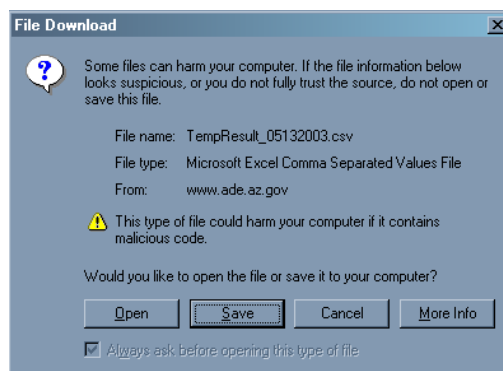
***Note: The student's first name, last name and birthdate are required.**

- 1, Justin, Johnson, 04/29/83, Carol, 123456789
- 2, Peter, Cooper, 09/23/88, Diane, 234567891
- 3, Jesse, Smith, 06/06/88, Tricia, 345678912
- 4, Veronica, Smith, 11/26/89, Tricia.456789123
- 5, Melissa, Juarez, **04.19.96**, Maria, 567891234 *Note: incorrect date format
- 6, Sabrina, Garcia, 05/22/92, Julia, 678912345

To copy this information into an Excel document

- Go to Save as, then change the file type to text only
 - Open an Excel spreadsheet and file-open the text file you saved
 - It will ask you how the file should look inside excel. Leave the button on "Delimited", click next, on delimiters uncheck tab and check comma.
 - Click finish and return to Upload File screen.
- b. Click Browse to locate the file you want.
 - c. Click the Upload File button to perform the match.

This screen will appear and you can either open the file or save it.



- d. The matching results will appear:

- 0** - indicates the student was either not located or not eligible
- 1** - indicates the student was located and is eligible
- 2** - indicates that the information was entered incorrectly (birthdate format)
- 3** - indicates that more than one record exists given the data submitted

RecNo	First Name	Last Name	DOB	Mother First Name	Matching Result
1	Justin	Johnson	4/29/1983	Carol	1
2	Peter	Cooper	9/23/1988	Diane	0
3	Jesse	Smith	6/6/1988	Tricia	1
4	Veronica	Smith	11/26/1989	Tricia	3
5	Melissa	Juarez	Invalid Date	Maria	2
6	Sabrina	Garcia	5/22/1992	Julia	1

Option # 3

Using the State Match Method



Child Nutrition Programs Direct Certification System

There are three methods for searching the state database to determine student(s) eligibility for free and reduced meal services.

- Click **Data Entry** to check eligibility for a few students.
- Click **Upload File** to submit a file of student names and birth dates. You can download the results to your local hard drive. Use this method to search for a large number of students at one time.
- Click **State Match** to match your enrollment records from SAIS with records from DES eligibility database.

The screenshot shows the 'Direct Certification State Match' interface. At the top, there are four tabs: 'Data Entry', 'Upload File', 'State Match', and 'Help'. The 'State Match' tab is selected and circled with an orange line, labeled with a small box 'a'. Below the tabs, the title 'Direct Certification State Match' is displayed. A paragraph explains that this option saves time by matching state-level enrollment records with the DES eligibility database. Below this, a dropdown menu is shown with the text 'Washington Elementary District(070406000)' selected, labeled with a small box 'b'. At the bottom, there is a blue button labeled 'Download State Matches', labeled with a small box 'c'. There is also a 'Log Off' link in the top right corner.

- Click on the State Match tab.
- Select the sponsor for which you would like to perform a State Match.
*Note: Eligibility results are given at the district level only.
- Click the Download State Matches button.

Option # 3 Continued

d. The matching results will appear:

0 - indicates the student was either not located or not eligible

1 - indicates the student was located and is eligible

2 - indicates that the information was entered incorrectly (birthdate format)

3 - indicates that more than one record exists given the data submitted

Student ID	Student SAISID	First Name	Last Name	DOB	Matching Result	School Name	District Name
111111	10101010	ALLISON	SMITH	1/2/1995	1	Sun Elementary	Washington Elem
222222	2020202	BRANDON	JOHNSON	1/6/1991	1	Cactus Middle	Washington Elem
333333	3030303	DAVID	COOPER	11/4/1989	1	Desert High	Washington Elem
444444	40404040	JOSEPH	JONES	3/15/1995	1	Sun Elementary	Washington Elem
555555	5050505	MELISSA	TRUJILLO	5/19/1988	1	Desert High	Washington Elem
666666	6060606	RYAN	JACKSON	4/20/1996	1	Sun Elementary	Washington Elem

*****NOTE:** To separate the results by site:

- Highlight the "School Name" column
- Go to the Data tab located in the upper left hand corner
- Select Sort
- Sort by School Name
- Click OK

Appendix A: Acceptable Use Policy

This appendix contains the complete text of the Acceptable Use Policy of the Arizona Department of Education as of 5/13/02.

Acceptable Use Policy

The following policy covers the use of electronic communication networks and computer-based administrative applications of the Arizona Department of Education (ADE). This policy applies to all personnel using these intranet, extranet, Internet, and administrative resources, including, but not limited to, officials and employees of schools, school districts, charter schools, and ADE.

Administrative applications may require the collection, storage, and transmission of sensitive, confidential, private, or proprietary information. Such information must be properly safeguarded at all times, and procedures to ensure its security must be adhered to. Such information should be accessible only to properly authorized personnel, and confidential or sensitive information must be securely encrypted during transmission over electronic communication networks.

Use of ADE electronic communication networks and computer-based administrative applications is limited exclusively to business related to ADE. Use for other purposes is not acceptable.

It is not acceptable to use ADE intranet, extranet, Internet, and administrative resources for any purposes which violate U.S. or state laws. It is not acceptable to use these resources so as to interfere with or disrupt network users, services or equipment. Users agree to waive any claim and release ADE, its employees, and agents, from any claim, demand, liability, cause of action, or suit for damages arising out of use of ADE resources, including but not limited to any loss of stored data. Users understand and agree that each time they access ADE resources, they are bound by the terms of this agreement along with any changes or additions to this agreement and the terms of all ADE policies that are in effect at the time they access the system.

Use of ADE resources constitutes acceptance by the user of the terms of this agreement.

Ownership of Internet-Related systems

ADE Internet-related administrative application systems are the property of the Arizona Department of Education. They are to be used for business purposes in serving the interests of the ADE and its clients and in the course of normal operations.

Monitoring

ADE reserves the right to monitor all usage to ensure proper working order, appropriate use, the security of data, and to retrieve the contents of any user communication in these systems.

Security and Proprietary Information

Information contained on ADE's Internet-related systems may be either public information or non-public information. Users are required to take all necessary steps to prevent unauthorized access to or disclosure of non-public information.

Access and Authentication

Users are required to keep their passwords secure and unknown to all other persons and shall not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed quarterly and should be at least 8 alphanumeric characters. All default passwords must be changed and all guest or anonymous accounts are prohibited. Authorized users should take steps to prevent unauthorized access to their accounts by logging off when their workstation will be unattended.

Restrictions and Prohibitions on Use and Access

Communications and Internet access should be conducted in a responsible and professional manner reflecting commitment to honest, ethical and non-discriminatory business practice. In furtherance of these goals the following restrictions and prohibitions apply:

Data security

Users must safeguard their logon ID and password from disclosure to any person. Users may not access a computer account that belongs to another user. Users must use their own logon ID and password only, are responsible for all activity on their logon ID, and must report any known or suspected compromise of their ID to ADE Network Administration.

Unauthorized attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited.

Attempting to monitor, read, copy, change, delete, or tamper with another user's electronic communications, files or software without the express authorization of the user is prohibited.

Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited.

Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is fraud and is prohibited.

To promote the efficient use and to avoid misuse of Internet-related systems, a copy of this policy statement will be distributed to and must be accepted by all users. Users are required to familiarize themselves with the contents of this statement.

ADE is responsible for protecting users and the system from abuses of this policy. Pursuant to this duty, the system administrator(s) may take any of the following actions reasonably appropriate to the nature of the offense:

- Temporary reduction or suspension of computer system privileges.

- Referral to the offending user's supervisor.

- Permanent access revocation.

- For misuse amounting to criminal behavior, referral to appropriate law enforcement agencies.

The ADE as necessary may review sanctions. Alleged violations will be reviewed on a case-by-case basis.

The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation (see below for definition, readers should be able to click on sexual orientation for the definition), and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

The longer statement is preferred on posters, pamphlets, application, and rights and responsibility material. It should appear in a prominent place in the same size text as the rest of the document and should be available in other languages.